

Ms. A. 9. 1. 10.



Regulations

(As Approved by the Secretary of State)

FOR THE

Holloway Sanatorium

Hospital for the Insane

St. Ann's Heath, Virginia Water

*I hereby approve of the within mentioned
Regulations for the government of the
Holloway Sanatorium*

Hugh E. Childers

Whitehall)

One of Her Majesty's Privy

*Proposed
Regulations
Rules*

REGULATIONS.

I. Objects of the Institution.

The Institution is registered under the Act 8 & 9 Objects. Vict., c. 100, for the reception of patients suffering from mental disorder, and it is also open for the reception of voluntary boarders.

Three classes of patients and boarders are admissible : Patients and Boarders.

1. Those who are, in the opinion of the Medical Superintendent, curable, but whose pecuniary circumstances do not permit any payment.
2. Those patients, curable or incurable, whose pecuniary circumstances do not permit full payment.
3. Those patients, curable or incurable, whose pecuniary circumstances permit full payment.

But no patient or boarder is admissible unless in the opinion of the House Committee, he or she has held such a respectable position in society as unfits him or her for association with paupers.

Patients and boarders of the third class, and (in urgent cases) patients and boarders of the second class are admissible by the Medical Superintendent at rates of payment to be fixed by him, he reporting the same to the next House Committee Meeting which shall determine whether the persons, so admitted by him, may, or may not, remain, and if so, at what rate of payment.

No patient or boarder is admissible without payment, except pursuant to a minute of the House Committee. Free Cases.

2. Government.

General
Committee.

The general management of the Institution shall be vested in a General Committee, consisting of the Trustees and of Members qualified and elected as hereinafter mentioned.

3. Governors.

Donors.

All Donors of £20 and upwards shall be Life-Governors of the Institution. They shall have the right of voting at all General Meetings of Governors, and they shall be eligible to serve upon all Committees, provided always that no Governor so qualified shall have such right, or be so eligible until after the expiration of 6 months from the date of the payment of his or her donation.

Election of
Governors.

Whenever it shall appear to the Governors that it would be for the interest of the Institution that any person resident in Surrey or Berkshire should become a Governor, the existing Governors shall have the power by resolution at a General Meeting to elect such person to be a Governor, and to dispense with the payment in his, or her, case of any money qualification. The first General Meeting shall be within one Calendar month after the approval by the Secretary of State of these Regulations, and the subsequent Meetings shall be in February in each year. The General Meetings shall be called by circular sent 7 days previously to each Governor; and, with the first circular shall be sent a copy of these Regulations.

4. General Committee.

Election of
General
Committee.

The General Committee shall be elected annually from among the Governors at their General Meeting, to consist of not less than eight, or more than twenty members, to whom shall be added as ex-officio members, the Lord Lieutenant of Surrey, the Lord Bishop of Winchester, the Lord Mayor of London, the Chairman of Surrey Quarter Sessions, and also every Justice of the Peace who shall also be a Member of the House Committee of one of the Surrey County Asylums.

The General Committee shall meet quarterly, and ^{Chairman.} at their first meeting in each year they shall elect a Chairman for the year, who shall preside at all Meetings when present, and shall have a second or casting vote in all questions.

The General Committee shall also at that first ^{Election of} Meeting, and subsequent Annual Meetings, elect 8 of ^{House} their number to be a House Committee for the year. In the absence from any Committee Meeting of the Chairman, appointed at the last Annual Meeting, the Members present may elect one of themselves to act as Chairman, who shall then have at that Meeting a second or casting vote. In case of the death or resignation of the Chairman, appointed at the last Annual Meeting, the General Committee shall have the power to appoint another Member to fill his place until the next Annual General Meeting.

Seven Members shall be a quorum of the General ^{Quorum.} Committee.

Special Meetings of the General Committee may ^{Special} be called at any time by order of the Chairman, or ^{Meetings.} by requisition of three Members of the Committee. Not less than seven days' previous notice in writing of any ordinary or Special Meeting shall be sent by post to each member of the Committee.

The Superior Officers of the Institution shall be ^{Superior} appointed by the General Committee from time to ^{Officers.} time. Proper accounts shall be kept, and shall be audited by a paid Auditor, and a clear statement of the property and funds of the Institution, and of the past year's receipts and disbursements, verified by the Auditor, shall be annually prepared and laid before the General Meeting of Governors; and a copy of such statement shall then be sent to the Commissioners in Lunacy. All rules and regulations for the ^{Regulations.} management of the Institution shall be made by the General Committee at an ordinary or Special Meeting; and no proposal for any new regulation, or the alteration of any existing regulation shall be entertained, unless the same shall have been inserted in the notice sent to each member previous to such Meeting. Such new regulations, or alterations, to be subject to the approval of a General Meeting of Governors, prior to submission of same to a Secretary of State for his sanction.

The General Committee shall have power, from ^{By-Laws.}

time to time, to frame By-laws for the conduct of the Institution, and the Officers thereof, and from time to time to repeal and alter the same, such By-laws not being inconsistent with the Regulations.

Appointment
of Medical
Superinten-
dent.

A Special Meeting only of the General Committee may remove or appoint the Medical Superintendent of the Institution.

Minutes.

Minutes of all Meetings of the General Committee shall be entered in a book provided for the purpose, and signed by the Chairman thereat.

Contracts.

No member of either the General or House Committee shall supply any goods or stores for the use of the Institution, nor be interested in any Contract for providing the same.

5. House Committee.

House
Committee.

The House Committee shall meet once a month. Three members shall be a quorum. The provisions as to the Chairman of the House Committee shall be similar to those as to the Chairman of the General Committee.

Duties.

The duties of the House Committee shall be:—

1. To inquire into and regulate the ordinary expenditure.
2. To examine and pass the usual Bills, and to give cheques for the amount of the same.
3. To receive tenders and enter into contracts for the supply of provisions and other necessaries.
4. To examine the various books connected with the Institution.
5. To review the cases of patients, and boarders making no payment, or part payment only, deciding the terms upon which they may remain, and to direct the removal or departure of any who may not remain.
6. To receive applications for the reception of patients and boarders, and to decide upon the terms upon which (if deemed admissible) they are to be received.
7. To rectify, as far as possible, anything improper in the management and affairs of the Hospital, which cannot properly be delayed till the next ordinary Meeting of the General Committee.

8. In case of the misconduct of any Officer to summon a Meeting of the General Committee to take the same into consideration, and in the meantime, if need be, to suspend such Officer until the next Meeting of the General Committee, and appoint another to act during such suspension, and to fill up, *pro tempore*, any unforeseen vacancy.
9. To inspect every part of the Establishment, to see all the patients and boarders, to converse with such as show any desire to converse, to investigate all complaints by any, to inquire into the general care and treatment of all, and especially to give their attention to cases recently admitted.
10. To investigate any complaint against any attendant or servant; and, if need be, to discharge, or fine, any such attendant or servant.

Minutes of all Meetings of the House Committee Minutes.
shall be entered in a book provided for the purpose, and signed by the Chairman thereat.

6. Staff of the Institution.

There shall be a Resident Medical Superintendent Superior
who shall be a duly qualified Medical practitioner. Officers:
He shall be the Chief Officer of the Institution, and Medical
besides the medical treatment of the patients and Superinten-
boarders he shall have the entire direction of the dent.
Institution, subject only to the control of the General
and the House Committee.

All the Officers, Attendants, Servants, and others, employed in or about the Institution shall be under his general control, and he shall be empowered to hire, suspend, or discharge all such of them as are not Officers appointed as such by the General Committee, reporting, however, each hiring, suspension, or discharge to the next Meeting of the House Committee.

He shall devote his whole time and attention to the Assistant
duties of his office, and he shall be assisted by one or Medical
more Assistant Medical Officers, also resident, and Officers.
duly qualified as aforesaid.

There shall also be the following officers, namely, a Treasurer,
Treasurer, and a Chaplain (who shall be in Priest's Chaplain.

Orders of the Church of England), who shall be appointed by the General Committee.

Subordinate Officers: (There shall also be such other Officers as the General Committee shall from time to time consider necessary.

Clerk. A Clerk shall be kept to assist the Superintendent in his correspondence and otherwise.

Head Attendants. There shall also be a Head-attendant for each division of the Institution, and a sufficient staff of attendants and servants.

Rules. The several powers and duties of the Officers, and Attendants, and Servants, and others employed in or about the Institution, shall be defined by Rules to be drawn up by the General Committee, a printed copy of which Rules shall be delivered to each Officer, Attendant, and Servant upon his or her appointment.

Superannuation. In case any Officer, Attendant, or Servant, become, from confirmed sickness, age, or infirmity personally incapable of discharging his or her duties, or have been an Officer, Attendant, or Servant of the Institution for not less than 15 years, and also not less than 50 years of age, a Meeting of the General Committee may grant to such Officer, Attendant, or Servant, an annuity, by way of superannuation; but no annuity shall exceed in amount two-thirds of the grantee's latest salary and allowances.

7. Property of the Institution.

Trustees. The lands of the Institution shall be conveyed to, and its property and funds shall be vested in four trustees, of whom Miss M. A. Driver, of Tittenhurst, Sunninghill, Berks, G. Martin-Holloway, of Tittenhurst, Sunninghill, Berks, Esq., and H. Driver-Holloway, of 78, New Oxford Street, London, Esq., shall be three. The General Committee shall have power to add to the number of Trustees if considered desirable, and, in the event of a vacancy, to fill up the same; care being taken, however, that the number shall never be reduced below three.

The Trustees shall execute a proper declaration of their trust which shall be deposited together with all deeds and documents of title and securities belonging to the Institution in a Strong Room at the Law Institution in London, or at the Bankers of the Institution.